

The Commonwealth of Massachusetts
DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF APPRENTICE TRAINING

Apprentice Evaluation Form

Evaluator: _____

Apprentice Name: _____

Trade: _____

To be filled out by sponsor and or apprentice

Steps

Page 1 Of 2	Quality of work performed			
	Quantity of work performed			
	Attitude toward work			
	Co-operation with co-workers			
	Willingness to accept responsibility			
	Compliance with policies, rules and practices			
	Ability to plan and organize work			
	Dependability			
	Safety			
	Test results (school)			
	Additional Tasks			

Key: S-Satisfactory U-Unsatisfactory *For unsatisfactory use comment section for explanation

Page 2 of 2	Comments				
	Dependability-punctuality-attendance				
	Communication Skill				
	Planning \ Scheduling				
	Operate under pressure				
	Initiate decisions				
	Work without constant supervision				
	Physical strength and stamina				
	Problem Solving				
	Technical Skills-math-computer				
	Accuracy \ work with details				
	Follow detailed instructions				

A copy to be kept with the apprentice record

The apprentice must initial and date his progress evaluation

If the apprentice does not progress to the next step a copy of the unsatisfactory evaluation and a letter requesting an extension of the program will be forwarded to the Division for approval.

There will be no more than two six months extensions over the term of the program.